

REVISION C



Administer QASAR “Best of Best” Award Program

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Date

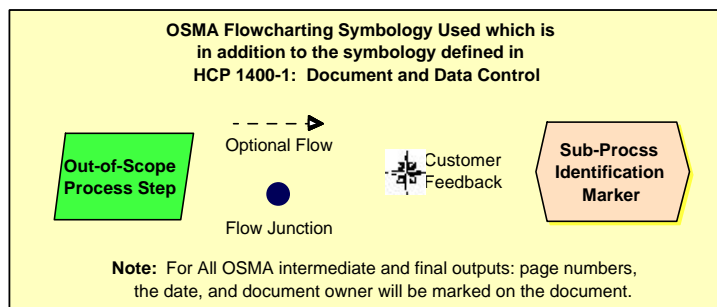
DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Section 1, Reference 4.2, step 6.02; Modified steps 6.04 and 6.09; Section 5 Flowchart, and added new references 4.1 and 4.3 and the new 1 st Quality Record.
	B	February 1, 2002	Added customer list, customer feedback to sections 5 step 6.08. Deleted existing reference 4.3 and Appendix A.
	C	March 31, 2004	Editorial and organizational changes to all sections.

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Customers for this HOWI: Internal: AA/SMA
External: none



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process used to nominate and select the annual QASAR (Quality and Safety Achievement Recognition) “Best of Best” Award winners. Appendix B of this HOWI is an example of a QASAR Award pamphlet containing the award criteria, nomination procedures, and the nomination form. This HOWI also specifies the Quality Records associated with the QASAR “Best of Best” Award process.

2. Scope and Applicability

This OSMA HOWI is applicable to all individuals involved in the nomination and selection process for annual winners of the QASAR “Best of Best” Award. Centers may locally award monthly and/or annual QASAR Awards. This HOWI deals with the Agency Level “Best of Best” award program.

3. Definitions

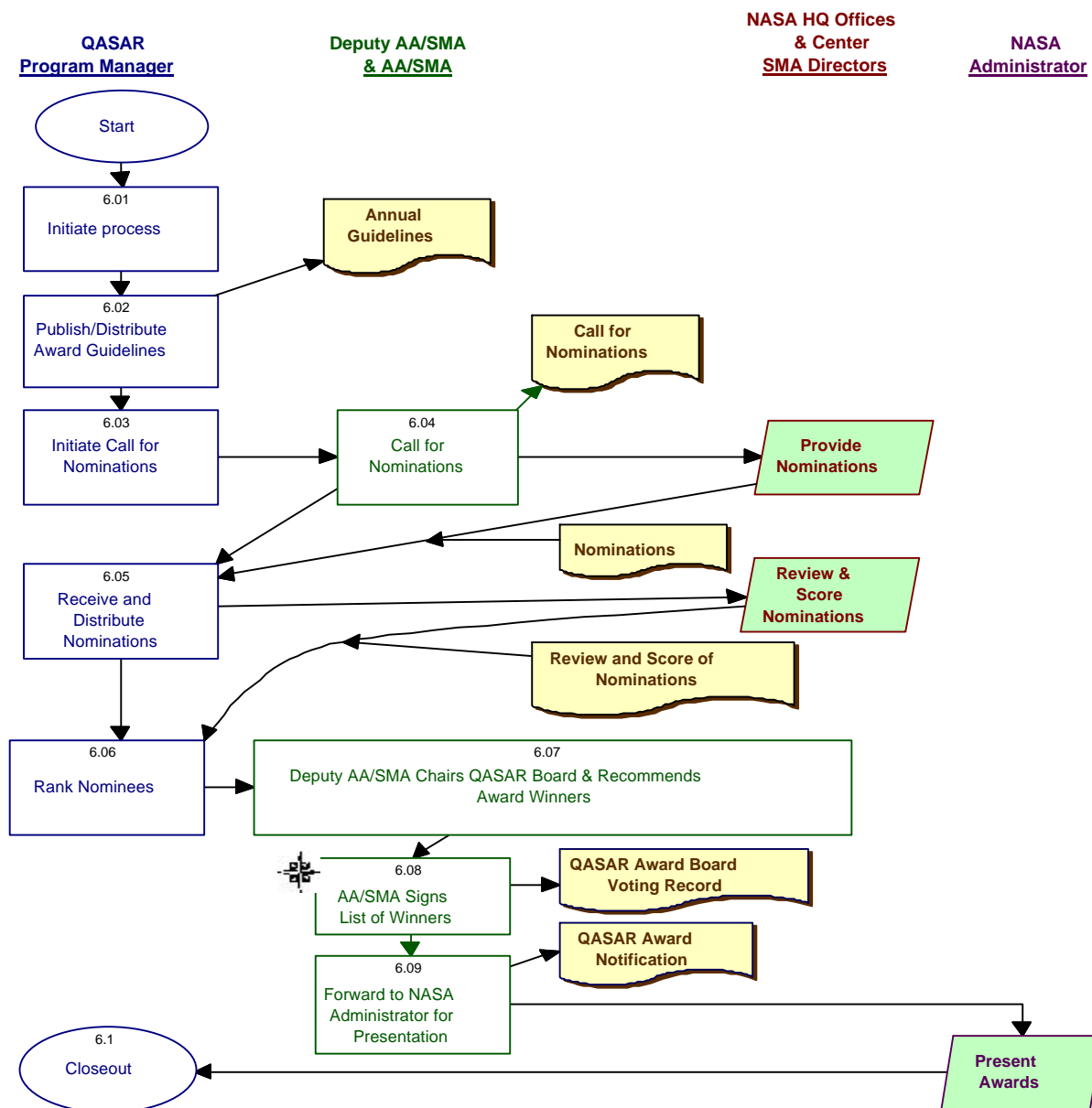
- 3.1. “Best of the Best”: Each year, the “Best of the Best” of the year’s local QASAR Award recipients are selected for Agency recognition. Each Center and Headquarters Office can submit one nomination in each category for consideration in the “Best of the Best.”
- 3.2. QASAR Award: The NASA Quality and Safety Achievement Recognition (QASAR) Award recognizes NASA, other Government, and prime/subcontractor employees for significant quality improvements to products or services for NASA and safety initiatives within products, programs, processes, and management activities.
- 3.3. QASAR Award Board: The Deputy Associate Administrator for Safety and Mission Assurance Deputy AA/SMA) chairs the QASAR Award Board. The Board consists of the ten Center SMA Directors.

4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and Level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this section unless specifically referenced in this OSMA HOWI.

- 4.1. [NPR 3451.1: NASA Awards and Recognition Program](#)
- 4.2. The current QASAR Award Program Brochure at:
<http://www.hq.nasa.gov/office/codeq/qasar/qasar.pdf>

5. Flowchart



6. Procedure

6.01 QASAR PM

Initiate Process:

Begins the process to select winners in the 4th quarter of the calendar year.

6.02 QASAR PM

Publish and Distribute Award Guidelines:

The QASAR PM reviews the guidelines and publicity information from the previous QASAR Award(s) and updates for current cycle. Appendix A contains a past cycle's document as an example.

6.03 QASAR PM Initiate Call for Nominations:
Call for nominations is drafted and forwarded to AA SMA for approval/signature.

6.04 Deputy AA/SMA Call for Nominations:
AA/SMA reviews and signs the call for nominations. The call is sent to Center Directors and Headquarters Associate/Assistant Administrators.

Nominations for QASAR Awards are sent to QASAR PM.

6.05 QASAR PM Receive & Distribute Nominations
The QASAR PM receives QASAR nominations from the Center SMA Directors. The nominations are collated and then sent to the Center SMA Directors along with a scoring worksheet.

The Center SMA Directors will review and score the nominations.

6.06 QASAR PM Rank Nominees
The QASAR PM receives and collates the Center SMA Director scores and ranks the nominees according to the scores. The collated scores and ranking are provided to the Deputy AA/SMA and the Center SMA Directors.

6.07 Deputy AA/SMA Deputy AA/SMA Chairs the QASAR Award Board and Recommends Award Winners:
The QASAR Award Board meets and reviews the nominations against the criteria specified in the published award guidelines. The Board is made up of the Center SMA Directors and the Deputy AA/SMA. The Board then identifies the best nominations and recommends winners to the AA/SMA. The board also identifies whether or not monetary awards will be presented.

6.08 AA/SMA Signs List of Winners
The AA/SMA concurs on the QASAR Award Board's list of winners and signs the list. (Internal Customer Feedback).

6.09 AA/SMA Forward to NASA Administrator for Presentation:
The Awards are forwarded to the NASA Administrator for presentation. If a monetary award is to be presented with the QASAR Award, then the OSMA Resources Management Group is contacted to begin the paperwork. The AA/SMA sends a memo to the Center Director notifying them that a QASAR award has been selected for a person at that Center. NASA HQ Office of Human Resources is notified to begin processing any monetary recognition as a part of the award.

The QASAR awards are normally presented by the NASA Administrator at the NASA Continual Improvement Conference normally held in April each year.

6.10 QASAR PM

Closeout:

The QASAR PM ensures that all Quality Records and lessons learned from award cycle are filed and then closes out the process.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Annual Guidelines	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old
Call for Nominations	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old
Nominations	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
Review and Score of Nominees ** Sensitive File **	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
QASAR Award Board Voting Record ** Sensitive File **	QASAR PM	QASAR Files	Hardcopy	Schedule: 3 Item: 40.D	Keep until awards presented then destroy
QASAR Award Notification	OSMA Corres Control	OSMA Chron Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old

Note: Quality Records marked as **Sensitive File ** are not available for general review.